

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

December 19, 1963

CIRCULAR NO. A-22
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limousines, heavy sedans, and medium sedans in agencies of the executive branch

1. Purpose. The purpose of this Circular is to prescribe policies governing the acquisition, assignment, and use of limousines, heavy sedans, and medium sedans by the departments and independent agencies of the executive branch. This revision replaces Circular No. A-22, dated May 2, 1960. The principal changes provided by this revision are: (a) Standards are provided regarding the number of such cars to be operated; (b) methods of acquisition are prescribed; and (c) standards are prescribed for the assignment of such cars. Provisions relating to official use of vehicles have not been changed.

2. Definitions and coverage. For purposes of this Circular: A limousine is a passenger automobile designated as type VI in Interim Federal Specification KKK-A-00611 issued by the General Services Administration as amended from time to time. A heavy sedan is a passenger automobile designated as type V in the specifications described above. A medium sedan is a passenger automobile designated therein as type IV.

The vehicles of these types operated by all executive departments and agencies are considered a part of the Government's fleet and are subject to the provisions of this Circular.

The term "operated" includes all vehicles available for the conduct of agency business.

3. Standards for operation of limousines, heavy sedans, and medium sedans. The number of limousines, heavy sedans, and medium sedans to be operated by an agency shall not exceed:

a. Limousines:

(1) For each of the eight executive departments, excluding the Department of Defense and the Department of State, one.

(2) For the Department of Defense, two.

(3) For the Department of State, two.

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(4) For each diplomatic post of Chief of Mission rank of Class I Missions, when the representational responsibilities of the position require a car of this class, one.

b. Heavy sedans:

(1) For each diplomatic post of Chief of Mission rank of Class I Missions not covered in 3a(4), when the representational responsibilities of the position require a car of this class, one.

(2) For each diplomatic or consular post or AID Mission, including Chiefs of Class II and III Missions, when the scope or importance of operations or the representational responsibilities of the position require a car of this class, one.

c. Medium sedans, to the extent of the need which is specifically justified, but not exceeding:

(1) For each of the executive departments and agencies, the number specified in the attachment.

(2) For each diplomatic or consular post or AID Mission not covered in 3b(2), when the scope or importance of operations or the representational responsibilities of the position require a car of this class, one.

(3) For each military post, outside the United States, Territories and Possessions, when the representational responsibilities of the position require a car of this class, one.

d. Vehicles of the above classes for police-type law enforcement:

For each of the executive departments and agencies engaged in police-type law enforcement, in addition to the numbers allowed under paragraphs a, b, and c, of this section, such numbers of each class as may be specifically approved in accordance with the provisions of this Circular as necessary in the direct performance of such work.

4. Restriction on methods of acquisition. To the maximum extent practicable, authorized requirements for limousines, heavy sedans, and medium sedans shall be fulfilled by the use of automobiles obtained by forfeiture and transfer from other agencies through the General Services Administration. The acquisition and use of vehicles so obtained will not serve, however, to increase the number of limousines, heavy sedans, or medium sedans above that number which the agency is eligible to operate under the standards and numbers approved under the provisions of sections 3 and 7.

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5. Assignment of automobiles to individuals. A passenger automobile should not be assigned exclusively to one official unless such assignment is required by the nature of his responsibilities, or the frequency, urgency, and extent of his daily requirements for motor vehicle services.

6. Use of automobiles. The Administrative Expenses Act of 1946 provides that, "Unless otherwise specifically provided, no appropriation available for any department shall be expended . . . for the maintenance, operation, and repair of any Government-owned passenger motor vehicle or aircraft not used exclusively for official purposes" and also provides that "official purposes" shall not include the transportation of officers and employees between their domiciles and places of employment, except in cases of medical officers on outpatient medical service and except in cases of officers and employees engaged in field work the character of whose duties makes such transportation necessary and then only as to such latter cases when the same is approved by the head of the department concerned." (5 U.S.C. 78(c)).

The same statute exempts from the limitations quoted above "any motor vehicles or aircraft for official use of the President, the heads of the executive departments enumerated in 5 U.S.C. 1, ambassadors, ministers, charges d'affaires, and other principal diplomatic and consular officials." The Departments of State, Defense, Treasury, Justice, Post Office, Interior, Agriculture, Commerce, Labor, and Health, Education, and Welfare are the executive departments enumerated in 5 U.S.C. 1.

7. Controls over numbers and types of vehicles. The numbers of limousines, heavy sedans, and medium sedans to be operated shall be subject to the provisions of this Circular, no matter how acquired (whether through purchase, hire, forfeiture, or transfer from another agency) and no matter how financed (whether through appropriations, revolving funds, trust funds, or other funds).

Allowances with respect to each annual budget will establish, within the limits prescribed by this Circular, the maximum number of each type to be included in the fleet, including any vehicle under the interim arrangements described in section 8.

For inclusion in the fleet within the allowances approved, vehicles will be acquired through forfeiture or transfer from other agencies in lieu of purchase for additions or scheduled replacement, and, within such allowances, they may also be used for unscheduled replacement of vehicles. Any vehicle acquired by forfeiture shall be operated only after it becomes a part of the Government's fleet under the standards and controls herein prescribed.

8. Interim arrangements. No purchases of vehicles should be made after

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this date which would result in more cars than permitted hereunder, even though there is appropriation or other similar authorization therefor. Orders now outstanding for vehicles which would be excess hereunder should be cancelled immediately unless the vehicles have already been shipped.

When an agency has vehicles in excess of the number of any class permitted hereunder the following steps are to be taken with regard to the excess:

a. Any leased vehicle should be disposed of at the expiration of the present contract, but in no event later than 12 months from this date.

b. Vehicles owned on the date of this Circular should be disposed of in accordance with established procedures, within twelve months, unless it can be clearly demonstrated that retention will be less costly than securing a replacement. For this purpose, replacements will be assumed to be light sedans, unless an actual replacement at a higher class is permitted. Other vehicles not so disposed of may be continued in service but only until time for their replacement under established replacement standards, or until they require replacement because of accident or uneconomical repairs, whichever occurs first.

If an agency has both leased and owned vehicles in any class, the total of which is in excess of the numbers allowed, it may eliminate either leased or owned vehicles, or a combination.

9. Exceptions. The limitations on number do not apply to limousines, heavy sedans, and medium sedans which may be obtained by hire for short-term use (not exceeding ninety days in any twelve consecutive months) when specifically authorized by the head of the agency under authority for hire in appropriation acts or other law. The limitations are not applicable to the leasing or rental of automobiles in short-term emergencies involving the safety of life or the protection of property, nor to reimbursements to employees for the use of their automobiles in accordance with law. The provisions of this Circular are not applicable to vehicles used solely for protection of the President and Vice President or others specified or permitted by law.

10. Responsibility of agency head. The head of each agency has responsibility to assure observance of the standards and requirements of this Circular.

KERMIT GORDON
Director

Attachment

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ATTACHMENT
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MAXIMUM NUMBERS OF MEDIUM SEDANS ALLOWABLE

Numbers as indicated 1/

Agriculture.....	4
Commerce.....	6
Defense.....	76
Health, Education, and Welfare.....	4
Interior (including governments of Guam, Samoa, Virgin Islands, and the Trust Territory of the Pacific).....	8
Justice.....	7
Labor.....	4
Post Office.....	4
State (including Agency for International Development and Peace Corps).....	9
Treasury.....	9
Atomic Energy Commission.....	5
Tennessee Valley Authority.....	3

One each:

Bureau of the Budget	Housing and Home Finance Agency
Central Intelligence Agency	Interstate Commerce Commission
Civil Aeronautics Board	National Aeronautics and Space Administration
Civil Service Commission	National Capital Planning Commission
Council of Economic Advisers	National Capital Transportation Agency
Export-Import Bank of Washington	National Labor Relations Board
Farm Credit Administration	National Mediation Board
Federal Aviation Agency	National Science Foundation
Federal Communications Commission	Office of Emergency Planning
Federal Deposit Insurance Corporation	Office of Science and Technology
Federal Home Loan Bank Board	Panama Canal
Federal Maritime Commission	Railroad Retirement Board
Federal Mediation and Conciliation Service	Renegotiation Board
Federal Power Commission	St. Lawrence Seaway Development Corporation
Federal Reserve Board of Governors	Securities and Exchange Commission
Federal Trade Commission	Selective Service System
Foreign Claims Settlement Commission	Small Business Administration
General Services Administration	Soldiers Home
	Tariff Commission
	U. S. Information Agency
	Veterans Administration

1/ Not including those which may be justified for diplomatic or consular posts, for military posts abroad, or for police-type law enforcement.